EXECUTIVE BRIEFING FOR NEW COMMANDERS

THE CIVILIAN PERSONNEL MANAGEMENT PROGRAM

- **This briefing was prepared in Power Point 97. It may be briefed to your new commander as a personal computer presentation or by using hard copies of the slides.**

- **This is a generic, scripted briefing suggested to be a briefed to new Commanders as it is written. Placeholders for local organizational and installation issues are included as slides 5-7. In order to complete this briefing CPACs would construct those slides (or more if necessary) to reflect that information.**

- **You can view the entire PowerPoint briefing on-line. However to see the notes that accompany the slides or to make any adjustments to the slides, you must download and save this PowerPoint file to your PC and then view or print it in "Notes Page" format.**

WEST Region

CIVILIAN PERSONNEL MANAGEMENT is the COMMANDER'S PROGRAM

We Excel in Service through Teamwork

WEST Region

Authority:

Title 5, United State Code (5 U.S.C.)

Responsibility:

All Civilian Human Resource Management life cycle functions

YOUR HRM TEAM (a partnership)

- **Your Management Team**
- **Your Civilian Personnel Advisory Center (CPAC)**
- **West Civilian Personnel Operations Center (WCPOC)**

YOUR MANAGEMENT TEAM

Insert information regarding installation organizational structure and key personnel (Managers, Supervisors, etc.)

YOUR Organizations/Activities

Data relating to key or high profile civilian personnel issues in local activities, to include demographics, labor unions and management-employee relations

YOUR CPAC

Insert information about faces and spaces in the supporting Civilian Personnel Advisory Center

West CPOC

- **Located at Ft Huachuca, AZ**
- **Provides supporting personnel services to-**
  - **18 CPACs**
  - **Centrally Serviced Defense Civilian Intelligence Personnel System (DCIPS) positions**
- **Reports to Civilian Personnel Operations Center Management Agency (CPOCMA)**

West CPOC ORGANIZATION

- **Standard configuration**
  - **Director's Office**
  - **2 Customer Focused Divisions**
  - **Human Resources Development Division**
  - **Information Services Division**
  - **Management Support Office**

Responsibilities of all partners defined by HQDA

- **DA Task Lists**
  - Assign responsibility for major functions
- **DA Business Process Maps (BPMs)**
  - Prescribe flow and timelines of many of the tasks

Your CPAC has copies, and they are

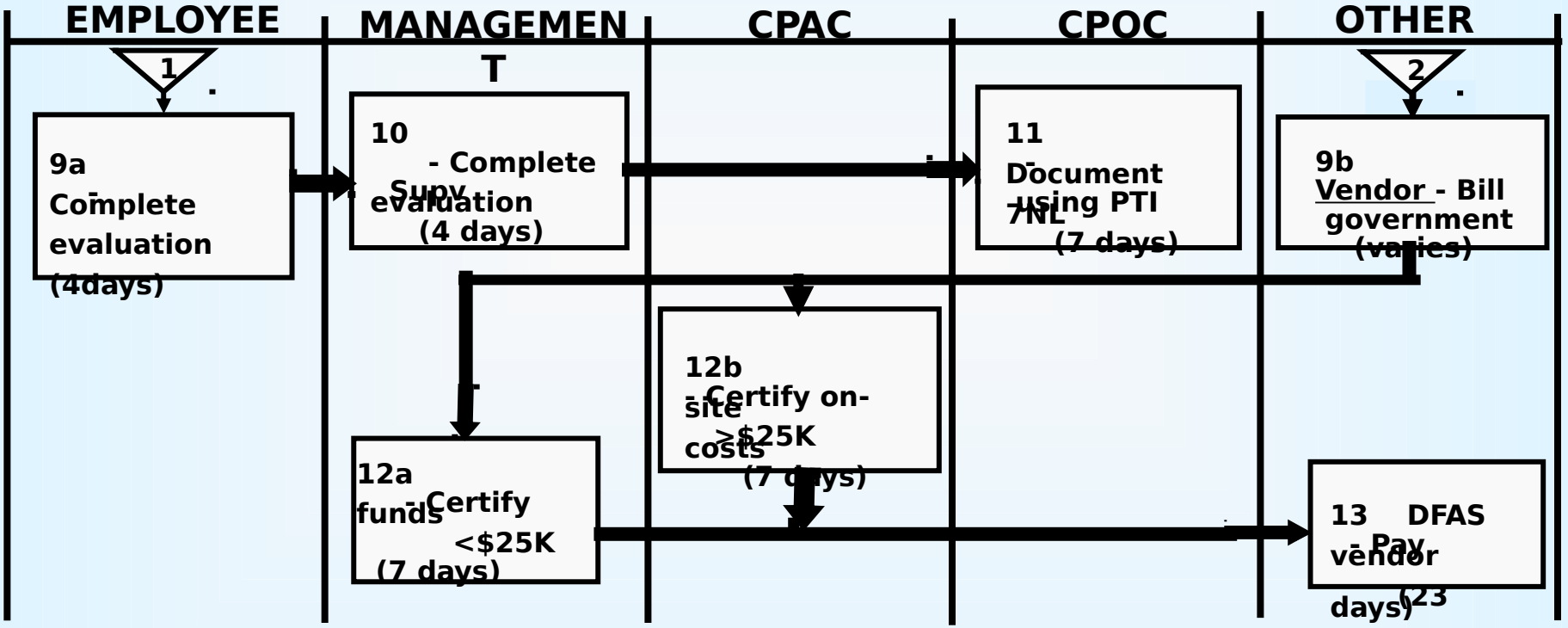
Easily Accessible to Everyone on the Internet

SAMPLE DA TASK LIST

TASKS	EMPL	MGR	CPAC	CPOC
Determines Fill Strategy		X		
Provides advice and assistance			X	
Analyzes sources of recruitment, i.e., DV, VRA, Upward Mob, Intern Program, etc.			X	
Analyzes Position			X	
Develops Selective Factors, KSAs, and task lists		X		
Assists manager in developing selective factors and KSAs			X	
Prepares Crediting Plan or Supplemental Qual Statement (SQS) and send with SF 52			X	
Updates Crediting Plan or SQS			X	
Maintains Region-wide library of crediting plans and SQS				X
Identifies Factors and Weights for Career Program Requests		X		
Identifies Conditions of Employment, i.e. Security Clearance, Shift, Drug Testing, etc.		X		
Documents for SF-52			X	
Manage hire freeze administration & approvals			X	
Register SF-52 Fill and PPP -- See INTERNAL AND EXTERNAL SECTIONS				

SAMPLE BUSINESS PROCESS MAP

Individual / On-Site Training Request Process



BPM No: H04

MANAGER/SUPERVISOR TOOLS

- **Civilian Personnel On Line (CPOL) -**
  - **http://www.cpol.army.mil**
    - **PERMISS & Library of regulations**
- **WCPOC Web Page -http://cpolrhp.belvoir.army.mil/west/**
  - **Manager Certification Guide**
  - **Management & Administration of Civilian Training**
  - **Civilian Personnel Management Guide for Supervisors**
  - **Orientation Course - Civilian Personnel Management**

>>>>ALL ON-LINE<<<<

HIRING

- **Commander has appointing authority**
  - **Managers determine skills**
  - **CPAC provides advice and assistance to managers**
  - **West CPOC uses a combination of DEU and local Merit procedures to FILL JOBS FAST**
  - **West CPOC issues referrals**

HIRING (Cont'd)

- Manager and Applicant Resumix kits on the WCPOC Web Page
- Applicant Notification System Web-Enabled Response (ANSWER)
- DA Task Lists define responsibilities for 120 separate processes
- DA BPMs establish timelines and flow for 37 major processes

CIVILIAN EMPLOYEE BENEFITS

- **Army Benefits Center - Civilian (ABC-C)**
- **Provides automated benefit services system on retirement, life insurance, health benefits, etc.**
- **Self service system allows access through web, and/or voice response system**

POSITION MANAGEMENT

- **Commander is responsible for position management**
  - **Determines organizational structure**
  - **Ensures most efficient and effective structure and use of manpower resources**

CLASSIFYING

- **Commander has classification authority**
  - **Accountable for installation classification**
  - **Decisions must be consistent w/laws, classification standards, principles, and practices**
  - **OPM or MACOM can withdraw if abused**

CLASSIFYING (Cont'd)

- **Commanders may delegate classification authority to Managers**
  - **completion of Delegated Classification Authority (DCA) Training required**
- **Managers establish positions, assign duties and responsibilities, write job descriptions, and classify positions**
- **CPAC provides advice and assistance**

CLASSIFYING (Cont'd)

- West CPOC provides classification advisories
  - Manager makes final classification decision
- Classification Tools: COREDOC, PD Library, and FASCLASS II
- DA Task Lists define responsibilities for 17 separate processes
- DA BPMs establish timelines and flow for 10 major processes

TRAINING

- **Commander has authority to approve training**
- **Mandatory Leadership Training for new Supervisors/Managers**
- **Authority is normally delegated to managers - training required**
- **Managers determine training needs**

TRAINING (Cont'd)

- CPAC provides advice and helps managers identify training needs
- CPOC conducts training needs survey and develops regional training plan
- DA Task Lists define responsibilities
- DA BPMs establish timelines and flow for processes

Civilian Leader Development
Core Curriculum

(Legal Foundation of Training for Federal Government Civilians; Title 5 C.F.R., parts 410 and 412)

INTERNS
- ILDC (Intern Leadership Development Course (On-site)
- AODC (Action Officer Development Course) (On-Line)

SUPERVISORS
- SDC (Supervisory Development Course) (On-Line)
- LEAD (Leadership Education and Development Course) (On-site)

MANAGERS
- MDC (Manager Development Course) (On-Line)

OLE (Organizational Leadership for Executives) (Resident)

PME I/II (Personnel Management for Executives (Resident)

EXECUTIVES
- SES Orientation Program (Resident)
- Force Mgmt Course for Senior Leaders (Resident)
- Leadership at the Peak (Resident)
- Senior Executive EQ Seminar (Resident)
- Senior Leader Communications Workshop
- APEX Orientation (Resident)

Sustaining Base Leadership & Management Program (SBLM)

Defense Leadership & Management Program (DLAMP)

= Mandatory

Senior Service Colleges

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EVALUATING AND RECONGIZING

- **Performance Management**
- **Performance Appraisals**
  - **Rating periods standardized by HQDA**
- **Recognizing and rewarding outstanding performance i.e., monetary, honorary, etc.**

SEPARATIONS

- **TERMINATIONS** -
  - **Voluntary:**
    - Resignations & Retirements
  - **Involuntary:**
    - Termination-Expiration of Appointment
    - Termination-lack of work/funds
    - Unacceptable performance
    - Misconduct
    - Death

Management-Employee and Labor Relations

- **Commander responsible for management-employee and labor relations programs**
  - **Maintain good relations between management and Union**
  - **Keep Union informed of changes in conditions of employment**
  - **Insure managers resolve complaints informally**
  - **Prevent Unfair Labor Practices (ULPs)**

Management-Employee and Labor Relations

- **Union Representation -**
  - **Federal Service Labor-Management Relations Statute Entitlement (5 USC Chapter 71)**
  - **Majority of non-supervisory Federal civil service employees eligible**
- **Exclusive Recognition Rights to -**
  - **Represent the interests of all employees in the bargaining unit**
  - **Negotiate collective bargaining agreements**
  - **Inform exclusive representative of changes in conditions of employment**

LIFE CYCLE FUNCTIONS RETROSPECT

- Commander's Responsibilities and Authorities
- "New Way"
- New Responsibilities for Everyone
- Tools, Tools, and more Tools
- CPAC and CPOC provide assistance

CIVILIAN PERSONNEL MANAGEMENT is the COMMANDER'S PROGRAM

Your Managers
Your CPAC
West CPOC

THE PARTNERSHIP THAT MAKES IT WORK